

5/27/11

## Highlighted Opportunities

### Corporate Accountant- Dover Downs Hotel & Casino

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#### Job Information

<b>Job Title:</b>	Manager - Corporate Accounting
<b>Category:</b>	Corporate Accounting
<b>Career Center:</b>	Dover Downs; Dover Downs Internal
<b>Location:</b>	<u>Dover Downs, Inc.</u>
<b>City/Town:</b>	Dover
<b>Type of Assignment:</b>	Regular
<b>Position Type:</b>	Full Time

#### Additional Information

<b>Degree Required:</b>	Bachelors
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#### Job Description

##### MAJOR FOCUS:

Responsible for daily operations of general accounting functions. Supervise A/R Supervisor and Accounting Personnel as directed by the Director of Corporate Accounting. Prepare accounting records and reports in accordance with established accounting, regulatory, legal, and company policies and procedures.

##### ESSENTIAL FUNCTIONS:

- \* Prepare daily, weekly, monthly, annual, and other periodic financial transactions, analyses, reports, and statements. Ensure accuracy and timeliness of all accounting activities.
- \* Hires, coaches, and counsels subordinate employees
- \* Oversees and ensures the timely completion of employee evaluations
- \* Conducts training with subordinates, both formally and informally
- \* Issues discipline and terminates employees as appropriate
- \* Rewards and recognizes superior performers
- \* Oversees and ensures that employees work safely and follow all safety rules
- \* Prepare accounting records and reports in compliance with GAAP, Sarbanes-Oxley, and all appropriate government regulations. Assist with internal and external audits as needed.
- \* Prepare detailed analysis for all balance sheet accounts on a monthly basis including the accuracy of all balance sheet accounts.
- \* Prepare timely completion of bank reconciliations, deferred revenue accounting, and profit & loss preparation. Make appropriate adjusting entries.
- \* Advise management of significant variations in operating results.
- \* Maintain adequate source documents to support journal entries posted in the general ledger.
- \* Research alternative methods to enhance and streamline operating procedures.
- \* Assist in the preparation of the annual budget. Include supporting documentation and worksheets.
- \* Perform monthly budget variance analysis to identify deviations in actual financials results from the budget.
- \* Acts within the scope of authority and consistent with company and corporate objectives, guidelines, policies, and practices.
- \* Ensures optimum performance of the function by recommending and implementing techniques to improve productivity, increase effectiveness, and cut costs.
- \* Keep abreast of current trends and practices within the area of responsibility and communicates pertinent information.
- \* Advise Director of Corporate Accounting of personnel issues that may be potential problem areas that will need to be addressed.

#### ADDITIONAL FUNCTIONS:

- \* Performs other duties as assigned.

#### REQUIREMENTS/EDUCATION:

- \* Bachelor's Degree in Accounting or related field required
- \* Three to five years of related accounting and management experience.
- \* Must be proficient with Microsoft Office software.
- \* Must possess superior customer service and leadership skills
- \* Must possess superior written and oral communication skills
- \* Must be able to solve problems and deal with a variety of situations
- \* Must present an overall professional appearance
- \* Must be able to work weekends, holidays and nights as scheduled
- \* Must be able to successfully pass a background check and receive a license from the DE Lottery
- \* Working knowledge of automated accounting systems.
- \* Excellent grasp of Generally Accepted Accounting Principles and internal controls.
- \* Ability to express ideas or make recommendations concerning job related issues; learn specific job duties and complete detailed work assignments; maintain knowledge of basic concepts and techniques.

#### ORGANIZATIONAL RELATIONSHIPS:

Accountable to: Director of Corporate Accounting  
Accountable for: A/R Supervisor

The above description denotes some of the specific characteristics which are necessary to perform the principal functions of the job and are not intended to be a description of all the work requirements that may be inherent in the position.

Dover Downs, Inc is an equal opportunity/affirmative action employer.

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For more job openings at Dover Downs, and to apply, go to  
<https://www.doverdownscareers.com/jobsearch/jobsearchlist.asp?view=jobs>

## ARCHITECT

An expanding architectural firm located in Milford, DE is seeking an Architect registered in Delaware with a minimum 5 years of project management experience, including good design and technology skills, client and contractor relations, and project coordination. Knowledge of Revit software preferred.

Interested candidates may respond via e-mail with cover letter and CV to [gdusbiber@delawarearchitectsllc.com](mailto:gdusbiber@delawarearchitectsllc.com)

**Don't forget to check these important sites for opportunities:**

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountycle.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

**The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date**.**

Job title: Social Services Technician

Opening date: 5/21/2011

**Final filing date: May 27 2011 11:5**

Recruitment number: 052011-MDDZ56-370600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MDDZ56&R3=370600>

Job title: Family Service Specialist

Opening date: 5/21/2011

**Final filing date: May 27 2011 11:5**

Recruitment number: 052011-MDDQ01-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MDDQ01&R3=370500>

Job title: Correctional Records Clerk

Opening date: 5/21/2011

**Final filing date: May 27 2011 11:5**

Recruitment number: 052011-MAAC01-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MAAC01&R3=380100>

Job title: Planner II

Opening date: 5/21/2011

**Final filing date: May 27 2011 11:5**

Recruitment number: 051911-MFEA02-450100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MFEA02&R3=450100>

Job title: Cook

Opening date: 5/21/2011

**Final filing date: May 27 2011 11:5**

Recruitment number: 051911-MCBA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MCBA01&R3=350500>

Job title: Security Officer

Opening date: 5/21/2011

Final filing date: May 27 2011 11:5

Recruitment number: 051911-MBDZ01-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MBDZ01&R3=350100>

Job title: Tax Auditor I

Opening date: 5/22/2011

Final filing date: May 28 2011 11:5

Recruitment number: 051811-MABG01-250600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051811&R2=MABG01&R3=250600>

Job title: Motor Vehicle Technician I

Opening date: 5/23/2011

Final filing date: May 29 2011 11:5

Recruitment number: 052011-MBCC01-551100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MBCC01&R3=551100>

Job title: Administrative Specialist III

Opening date: 5/24/2011

Final filing date: May 30 2011 11:5

Recruitment number: 052011-MAAA03-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MAAA03&R3=550400>

Job title: Administrative Specialist I

Opening date: 5/24/2011

Final filing date: May 30 2011 11:5

Recruitment number: 051711-MAAA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051711&R2=MAAA01&R3=350500>

Job title: Equipment Mechanic IV

Opening date: 5/25/2011

Final filing date: May 31 2011 11:5

Recruitment number: 052411-MCCA04-200100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MCCA04&R3=200100>

Job title: Correctional Officer

Opening date: 5/1/2011

Final filing date: May 31 2011 11:5

Recruitment number: 050111-MBDB01-380400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=050111&R2=MBDB01&R3=380400>

Job title: Social Services Senior Administrator

Opening date: 5/25/2011

Final filing date: May 31 2011 11:5

Recruitment number: 052011-MDDZ53-350200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MDDZ53&R3=350200>

Job title: Toll Corporal

Opening date: 5/25/2011

Final filing date: May 31 2011 11:5

Recruitment number: 052311-MABI02-551100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052311&R2=MABI02&R3=551100>

Job title: Youth Rehabilitation Treatment Supervisor

Opening date: 5/26/2011

Final filing date: Jun 1 2011 11:5

Recruitment number: 052511-MDDZ82-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052511&R2=MDDZ82&R3=370500>

Job title: Administrative Specialist II

Opening date: 5/26/2011

Final filing date: Jun 1 2011 11:5

Recruitment number: 052511-MAAA02-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052511&R2=MAAA02&R3=370500>

Job title: Equipment Operator I

Opening date: 5/27/2011

Final filing date: Jun 2 2011 11:5

Recruitment number: 052611-MCCC01-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052611&R2=MCCC01&R3=550400>

Job title: Accountant

Opening date: 5/27/2011

Final filing date: Jun 2 2011 11:5

Recruitment number: 052011-MABB01-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MABB01&R3=350100>

Job title: Activity Therapist I

Opening date: 5/27/2011

Final filing date: Jun 2 2011 11:5

Recruitment number: 051911-MDCC01-350601

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDCC01&R3=350601>

Job title: Activity Therapist I

Opening date: 5/27/2011

Final filing date: Jun 2 2011 11:5

Recruitment number: 051911-MDCC01-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDCC01&R3=350600>

Job title: State Accountant IV

Opening date: 5/27/2011

Final filing date: Jun 2 2011 11:5

Recruitment number: 052411-MABC04-250500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MABC04&R3=250500>

Job title: Unemployment Insurance Claims Deputy

Opening date: 5/21/2011

Final filing date: Jun 3 2011 11:5

Recruitment number: 052011-MDDZ68-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MDDZ68&R3=600600>

Job title: Motor Vehicle Services Manager

Opening date: 5/27/2011

Final filing date: Jun 9 2011 11:5

Recruitment number: 052411-MBCZ06-551100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MBCZ06&R3=551100>

Job title: Nursing Supervisor

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Advanced Practice Nurse

Opening date: 2/18/2011

Final filing date: Aug 17 2011 11:5

Recruitment number: 011411-MDGB05-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 022311-MCCH01-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III

Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III  
Opening date: 3/3/2011  
Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II  
Opening date: 3/3/2011  
Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant  
Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 030211-MDCD02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Nursing Supervisor  
Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 022811-MDGB04-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II  
Opening date: 3/16/2011  
Final filing date: Sep 12 2011 11:5  
Recruitment number: 020111-MDFA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor  
Opening date: 3/17/2011  
Final filing date: Sep 13 2011 11:5

Recruitment number: 031411-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 030111-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>

Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

Job title: Nursing Director

Opening date: 5/3/2011

Final filing date: Oct 30 2011 11:5

Recruitment number: 041311-MDGB08-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II

Opening date: 5/21/2011

Final filing date: Nov 17 2011 11:5

Recruitment number: 051911-MDDL03-350500

Web link:



See Below for Opportunities Recently Posted in the Cape Gazette

## **Help Wanted**

[Alderman, Assistant Town Alderman](#) - Town of Dewey Beach

[Architect](#) - Delaware Architects

[Assistant Estimator](#) - Construction Company

[Assistant Managers](#) - Dunkin' Donuts

[Assistant Restaurant Manager](#) - Clubhouse at Baywood

[Babysitters](#) - Nanny Sitting Service

[Bathroom Attendant](#) - Bottle & Cork

[CNAs](#) - Cadia Rehabilitation-Renaissance

[Code Enforcement Officer](#) - Town of Dewey Beach

[Construction Laborer](#) - Dutch Brothers

[Custodial Maintenance](#) - Right Property Management

[Customer Service Representative](#) - Tanger Outlet Centers

[Employment Specialist](#) - Community Integrated

[Housekeeper](#) - Clubhouse at Baywood

[Irrigation/Installation Foreman](#) - American Hardscapes

[Job Opportunities](#) - The Peninsula Golf & Country Club

[Lawn Spray Technician](#) - Shore Property Maintenance

[Line Cook](#) - Jerry's Seafood

[Line Cook](#) - LaDolce Vita

[Line Cooks](#) - Henlopen City Oyster House

[Line Cooks](#) - Pig + Fish Restaurant, Pickled Pig Pub

[MA/LPN](#) - Medical Practice

[Management Position](#) - Moe's Southwest Grill

[Manager, Chef, Bartender](#) - Finbar's Pub & Grill

[Office Manager/Bookkeeper](#) - Business in Rehoboth

[Public Works Department](#) - City of Rehoboth Beach

[Real Estate Settlement Coordinator](#) - Scott & Shuman

[Residential CAD Designer](#) - Construction Company

[Restaurant Help](#) - Atlantic Seafood Grille

[Sales Associates](#) - The Sunglass Co.

[Sales Representatives](#) - Capstone Homes

[Sales Staff](#) - Hertrich

[Salon Positions](#) - Ocean Retreat Day Spa

[Salon Positions](#) - Salon Milton

[School Vacancies](#) - Cape Henlopen School District

[Secretary - Part Time](#) - Kids Cottage

[Servers](#) - Baywood Clubhouse

[Warehouse / Delivery Receiving / Stock / Cashiers](#) - Outlet Liquors

[Warehouse/Yard](#) - Angerstein's Building Supply

## Please See Below for Jobs Recently posted on CareerBuilder.com

Job Title	Company	Location	Date Posted	
<a href="#">Securities Settlement Specialist</a>	Integrity Staffing Solutions, Inc	Newark, DE	May-27	<a href="#">Apply</a>
<a href="#">Credit Advisors</a>	Contemporary Staffing Solutions	New Castle, DE	May-27	<a href="#">Apply</a>
<a href="#">Sales Associates Needed!</a>	Contemporary Staffing Solutions	New Castle, DE	May-27	<a href="#">Apply</a>
<a href="#">Wireless Sales Associate - Part-Time - Target Mobile</a>	RadioShack	Newark, DE	May-27	<a href="#">Apply</a>
<a href="#">Wireless Sales Associate - Part-Time - Target Mobile</a>	RadioShack	Dover, DE	May-27	<a href="#">Apply</a>
<a href="#">Pediatric Occupational Therapists Needed</a>	Bayada Nurses	New Castle, DE	May-26	<a href="#">Apply</a>
<a href="#">CHEF MANAGER</a>	Compass Group	Dover, DE	May-26	<a href="#">Apply</a>
<a href="#">DISTRICT ACCOUNTING MANAGER/DELAWARE</a>	Compass Group	Dover, DE	May-26	<a href="#">Apply</a>
<a href="#">CHEF MANAGER</a>	Compass Group	Dover, DE	May-26	<a href="#">Apply</a>
<a href="#">Sales - Insurance Agent - Experienced &amp; Entry Level Sales</a>	Bankers Life and Casualty	Dover, DE	May-26	<a href="#">Apply</a>
<a href="#">Diesel Truck Technician *\$2500 Sign-On Bonus*</a>	Waste Management	Georgetown, DE	May-26	<a href="#">Apply</a>
<a href="#">Director Of Nursing</a>	ResCare HomeCare	New Castle, DE	May-26	<a href="#">Apply</a>
<a href="#">Mental Health Unit Director</a>	MHM Services, Inc.	Smyrna, DE	May-26	<a href="#">Apply</a>

<a href="#"><u>Financial Empowerment Coordinator</u></a>	YWCA Delaware	Newark, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>R&amp;D Scientist - Plasma Etching Semiconductors - Thin Films - Gas</u></a>	CyberCoders	wilmington, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Macy's Christiana, Newark, NJ: Retail Cosmetics Sales - Bea</u></a>	Macy's	Newark, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Plant Controller</u></a>	DelStar Technologies, Inc.	Middletown, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Carpet Cleaning Technician- Franchise</u></a>	Stanley Steemer	New Castle, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Merchandise Manager-Sales</u></a>	American Signature Furniture®	Bear, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Assistant Program Manager - Mental Health</u></a>	MHM Services, Inc.	Dover, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>IT Developer/Engineer</u></a>	Spherion Staffing Services	Newark, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Mental Health Professional - LPC, LCSW or LMFT</u></a>	MHM Services, Inc.	Georgetown, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Marketing Research Sr Consultant</u></a>	DuPont Company	Wilmington, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Sales Representative / Customer Service / Account Manager</u></a>	Central Payment	Bear, DE	May-26	<a href="#">Apply</a>
<a href="#"><u>Project Manager for High Voltage Substations</u></a>	Sargent & Lundy	Wilmington, DE	May-26	<a href="#">Apply</a>

### See Below for Jobs Recently Posted in the Dover Post

- **OFFICE ASSISTANT PART TIME** Middletown area Hours: 8a-12p/ 9a-1p M-F Small family run service business. Computer knowledge a must **Email or Fax Resume: bcyorktrue@juno.com 302-834-7042**
- **SALES, DRIVERS, WAREHOUSE DELAWARE BUILDING SUPPLY INC. NOW HIRING FOR SALES, DRIVER AND WAREHOUSE POSITIONS.** Job is located in MILFORD, DE. APPLY AT LOCATION: 141 MULLET RUN STREET, MILFORD, DELAWARE
- CenterPoint Church is in need of an experienced **Piano Player** and **Bass Player** to join their worship team. We hold our service at The Duncan Center on Sunday mornings at 10:30am. Our worship style is contemporary Christian rock. **If interested, please contact Rebecca Wood at 302-674-8125** to setup an audition or for more information.
- Do you want to make a difference? Consider becoming an **AmeriCorps Youth Ambassador** in

Wilmington or Dover serving as a mentor coordinator. Modest living stipend, Education Award, Health Care and Childcare for those who qualify. [www.connecting-generations.org](http://www.connecting-generations.org)

- **COUNTER PERSON NEEDED Apply in Person Capitol Cleaners 217 S. New St. Dover, De.**
- **OUTSIDE SALESMAN** Seeking intelligent, high energy, detail oriented, organized building product salesperson or trainee candidate wanting a solid career with a solid, industry-leading supply company. Knowledge of finishing trades (gypsum, steel studs, acoustic ceiling, etc.) and residential/light commercial construction experience is helpful. Attractive pay and benefits... commensurate with experience/ results. You must be able to pass a drug test and have a good driving record. **Apply online at [www.rewmaterials.com](http://www.rewmaterials.com)** click on "About Rew Materials" then click on "Employment Opportunities"
- **NURSES 'N KIDS OF MILFORD** is seeking a full-time **Clinical Nurse Manager**. Must have peds and mgmt experience. No nights or weekends. **Email: [missymr@nursesnkids.com](mailto:missymr@nursesnkids.com) Fax Resume to: 302-424-4938 or Call 302-839-3049**
- **Immediate Opening** MEP engineering firm with design/build capability is looking for individual w / estimating, project management, and/or design experience. Full benefits. Salary based on experience. **Fax resumes to 302-697-1328**
- **Nurses RNAC/ MDS Coordinator Full-Time Heron Point of Chestertown**, our upscale retirement community located in Kent County, seeks an RN to complete the MDS process and collaborate with an Interdisciplinary Care Plan Team to assess and document the needs of residents. Will attend weekly medical meetings to ensure accuracy of documentation & Medicare coverage. Requires a MD RN license along w/2+ yrs MDS and care planning exp and MDS 3.0 certification. Knowledge of Medicare regulations a must. Comp salary & excellent benefits offered. E-mail resume to Jessica Hall at [jhall@actslife.org](mailto:jhall@actslife.org) or call 410-810-8635. EOE.
- **Certified Life Guard Wanted For Community Pool.** Must be available min. 20 hours per week. **Contact Sandra Nelson at 302-678-3603 Or Email: [Sandra.nelson@ huntcompanies.com](mailto:Sandra.nelson@huntcompanies.com)**
- **IN PARK MOBILE HOME SALES** Just like selling real estate without the long & costly training. \$50K realistic 1st yr. Must have good time management, car & cell phone will train. 40K realistic 1st yr. Must have own transportation & cell phone **Fax 717-755-6381 [jeisenbise@verizon.net](mailto:jeisenbise@verizon.net)**
- **HOUSEKEEPER**, with references and experience. Must be responsible. Call 302-245-6611
- **PrevMED a Management Company** seeking a **FT Receptionist** who has a strong work ethic, detailed oriented person with a pleasant attitude. The receptionist is responsible for the efficient managing of visitors, clients and staff, telephone calls and messages, as well as a variety of clerical duties that support the operation and presentation of a professional office. This is an entry level position. The candidate must be reliable and dependable. This is a drug free workplace and a background check will be required. Please email resumes: [cwagener@ monthllyservice.com](mailto:cwagener@monthllyservice.com) or fax to 410-643-5012
- **FENCING COMPANY SALES PERSON NEEDED** Dover, De. area. Please contact 757-639-8056 for more information.
- **Do you have 10 hrs/week to make productive to earn \$1,500+ per mo? Call now: 302-683-1289 [www.Opt4Freedom.com](http://www.Opt4Freedom.com)**

- **FT/PT Early Child Care & School-Age Teachers/ Assistants needed. Please fax Resume & Qualifications to 302-678-3180, Attn: LAH**
- **Medical Clinical Assistant** needed. At least 3 years of **relevant** experience required. Please send all M-S word resumes with relevant references to: [harper\\_lil@yahoo.com](mailto:harper_lil@yahoo.com)
- **Carpenter/ Handyman-** Homeowner looking for an experienced carpenter for crown/chair moulding, built-in shelves, and some general home repairs. Part-time evening and weekends. References preferred. Contact David (302) 379-3400
- **Laborer** General Laborer needed for project in Smyrna DE. Construction related activities. Must have valid DNREC Blue Card Construction Experience Job is located in Smyrna, DE. American Athletic Courts Interested applicants contact John Nelson at 609-859-1414 or jnelson@americanathleticcourts.com by 5/18/2011. www.americanathleticcourts.com
- **FENCE COMPANY** Fence Contractor Needed Dover, De. area. Please contact 757-639-8056 for more information.
- **HAIR STYLIST WANTED** Experience preferred, but not necessary. DE License required. Benefits, 401K. Call Heidi at 1-888-888-7778 ext.41823
- **WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, at **31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.

## Please See Below for Jobs Recently Posted on Indeed.com

### [Electronic Payment Processing Associate](#) - new

ING DIRECT - Wilmington, DE

The mandate of the Customer Operations Department is to ensure the day-to-day operations activities are completed accurately and in a timely manner. Activities...

From **ING DIRECT** - 21 hours ago - [save job](#) -

[block](#) - [email](#) - [more...](#)

### [Early Morning Stocker](#) - new

PetSmart - Wilmington, DE - +1 location

Plays an essential role in getting merchandise out on the floor and available for our Pet Parents. May be trained to operate a forklift. Must be able to...

From **PetSmart** - 8 days ago - [save job](#) -

[block](#) - [email](#) - [more...](#)

### [Contract Specialist](#) - new

Veterans Affairs, Veterans Health Administration - Wilmington, DE

VacancyID: 476196 (Include on all documents). To fulfill President Lincoln's promise - "To care for him who shall have borne the battle, and for his widow, and..." \$61,245 a year

From **Federal Highway Administration** - 2 days ago - [save job](#) -

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[IRC28310 - Office Coordinator](#) - new

CB Preferred Wilmington - Wilmington, DE

External Job Description Coldwell Banker Preferred, a leading residential real estate brokerage company, has nine offices and a sales force of more than 500...

From Realogy - 2 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Dockworker Part-time](#) - new

FedEx Freight - New Castle, DE

This is a part time position. Transport freight across dock area to/from trailers for loading to trailers. Position Information : • Perform freight handling...

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[Administrative Coordinator](#) - new

AstraZeneca - Wilmington, DE

The Administrative Coordinator will support the Senior Director and staff of the Health Care Relations and Pricing Teams by performing a variety of...

From AstraZeneca - 3 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Merchandising/Visual Associate](#) - new

Sports Authority - Wilmington, DE

Accountabilities Efficiently execute critical Merch & Visual processes including receiving process, merchandising of product on sales floor, and maintenance...

From Sports Authority - 2 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Driver Apprentice](#) - new

FedEx Freight - New Castle, DE

Overview : Through education and driving skills development, become proficient in the operation of a tractor trailer combination. Responsibilities include non...

From FedEx National LTL - 20 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Driver Helper](#) - new

Waste Management Frontline - Wilmington, DE

Driver Helpers - Laborers are responsible for assisting in the collection and hand loading of residential waste, as well as the transporting of this waste to a...

From Waste Management Frontline - 3 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Merchandiser - FT Days Job](#) - new

PepsiCo - Wilmington, DE

Position is responsible for product merchandising within large volume stores. This includes stocking shelves, rotating shelved product, setting up displays...

From PepsiCo - 9 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Customer Service Representative](#) - new

Brown & Brown Private Client Group - Newark, DE

Knowledge of front desk workings / procedures as well as office machines (fax/copier, postage machine, binding machine etc.) Update client information in...

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[Early Morning Stocker](#) - new

PetSmart - Newark, DE

Plays an essential role in getting merchandise out on the floor and available for our Pet Parents. May be trained to operate a forklift. Must be able to...

From [PetSmart](#) - 8 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Transaction Specialist — Book Entry Settlements](#) - new

JPMorgan Chase - Newark, DE

Transaction Specialist — Book Entry Settlements - 110032132 Job Description Transaction Specialist - Book Entry Settlements Group Overview: JPMorgan...

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[Marketing Assistant](#) - new

Brown & Brown Private Client Group - Newark, DE

Assist Producers, Sales Executives and Account Managers with developing strategies leading to the production of new business Maintain and organize a general...

From [Brown & Brown](#) - 13 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Personal Banker](#) - new

WSFS Bank - Newark, DE - +1 location

If you are interested in helping WSFS Bank achieve its mission, "We Stand For Service and strengthening our communities", we are currently seeking a Personal...

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[Administrative Assistant](#) - new

CBI Group - Newark, DE

Job Description: CBI Group is an Outside-In recruitment solutions company- a culturally lead, customer centric company that solves recruitment problems through...

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[Program Coordinator](#) - new

NHS Human Services - Newark, DE

NHS Human Services is seeking a Program Coordinator to oversee and manage our group home facility in the Newark, Delaware area. General responsibilities include...

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[Full-Time Patient/Physician Access Coordinator- Re...](#) - new

Christiana Care - Newark, DE - [+1 location](#)

Job Title Full-Time Patient/Physician Access Coordinator- Reads Way Location Newark, DE General Description

Duties: To promote patient and physician...

From [Christiana Care Health Systems](#) - 13 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Associate](#) - new

JPMorgan Chase - Newark, DE

Associate - 110032289 Job Description Work with established technical specifications to lead, develop and deliver defined functionality in the financial...

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[Sr Administrative Assistant to SVP, Investor Relat...](#) - new

Sallie Mae - Newark, DE

JOB SUMMARY Provide administrative support to the Senior Vice President and Manager of Investor Relations. Coordinate quarterly earnings calls, investor...

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[Early Morning Stocker](#) - new

PetSmart - Dover, DE

Plays an essential role in getting merchandise out on the floor and available for our Pet Parents. May be trained to operate a forklift. Must be able to...

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[Oncology Data Specialist I](#) - new

Bayhealth Medical Center - Dover, DE

2 years of experience required The Oncology Data Specialist I obtains information from patient medical records and other sources for patient follow-up within...

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[Supervisor - Front Desk](#) - new

Dover Downs Hotel & Casino - Dover, DE

MAJOR FOCUS: Assists the manager with assigning, directing and controlling work activities of Front Desk Agents. Coordinates services with Concierge, Valet...

From [Dover Downs Hotel & Casino](#) - 3 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Identity Theft Workshop Presenter](#) - new

Harvard Risk Management - Dover, DE

Job Description Can you present to small business owners? Can you make group presentations to employees? We are looking for a speaker to represent our Identity...

From [Harvard Risk Management](#) - 2 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)



[Personal Banker \(safe\) 1](#) - new

Wells Fargo - Dover, DE

Job Title: Personal Banker (safe) 1 Requisition Number: 3493288 Schedule Type: Regular Work Hours: 40.00

Telecommute Option: Not Indicated...

From Wells Fargo - 15 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[WORKER, GEN MAINT](#) - new

Bayhealth Medical Center - Dover, DE

High school graduate. One year of experience in building maintenance and repair, basic electrical and plumbing required. Due to insurance carrier requirements...

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[Manager Trainee](#) - new

84 Lumber Company - Dover, DE

As one of the industry's leading suppliers of building materials, we are always looking for our future leaders. Our Manager Trainee program is one of the finest...

From 84 Lumber Company - 10 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Cashier](#) - new

The Home Depot - Dover, DE

Are you committed to providing impeccable customer service? Do you rise to the challenge of solving a tough problem? Do you love to learn? If so, we want to...

From Home Depot - 5 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Transporter - HLE \(HLE.Transporter - HLE..Operatio...](#) - new

Hertz - Dover, DE

Hertz Local Edition is seeking professionals to drive our vehicles to various locations while providing our best in class customer service. As a Transporter you...

From Hertz - 6 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Special Events Staff - Casual](#) - new

Dover Downs Hotel & Casino - Dover, DE

MAJOR FOCUS: \* Responsible for delivering customer service that exceeds the guests expectations for all Special Events and Promotions. ESSENTIAL FUNCTIONS...

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[FOOD SERVICE WORKER \(Full-Time\)](#) - new

Veterans Affairs, Veterans Health Administration - Eastern Shore, DE

WHO WE ARE We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology... \$12.83 an hour

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[FOOD SERVICE WORKER \(Part-time\)](#) - new

Veterans Affairs, Veterans Health Administration - Eastern Shore, DE

WHO WE ARE We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology... \$12.83 an hour

From [Federal Highway Administration](#) - 3 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Administrative Support Assistant \(OA\)](#) - new

Veterans Affairs, Veterans Health Administration - Eastern Shore, DE

WHO WE ARE We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology... \$41,383 a year

From [Federal Highway Administration](#) - 1 day ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Central Service Tech - Non-Certified](#) - new

Nanticoke Memorial Hospital - Seaford, DE

Responsible for decontamination, cleaning, processing, and sterilization of supplies and equipment dispensed by Central Service. Must be conscientious with...

From [Nanticoke Memorial Hospital](#) - 1 day ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Waitress](#) - new

Nanticoke Memorial Hospital - Seaford, DE

POSITION TITLE: Food Service Aide/Dietary Waitress SERVICE AREA: LifeCare - Food Services REPORTS TO: Food Service Specialist Education : High School diploma...

From [Nanticoke Memorial Hospital](#) - 2 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Specimen Processor](#) - new

Allmed Staffing - Seaford, DE

Every day All Medical Personnel helps exceptional people like you find positions with outstanding medical and healthcare organizations. Whether you desire the...

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[Bridge Tender](#) - new

Norfolk Southern Corp - Seaford, DE

Job Description: Bridge Tenders are responsible for operation of a moveable swing and lift bridges with minimal delays to trains, track cars, and river traffic...

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[Specimen Processor](#) - new

All Medical Personnel - Seaford, DE

Every day All Medical Personnel helps exceptional people like you find positions with outstanding medical and healthcare organizations. Whether you desire the... \$10.50 an hour

From [All Medical Personnel](#) - 16 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

[Wanted Individuals With Customer Service Experienc...](#) - new

Seaford, DE

Health and Wellness company looking for individuals with HR and customer service experience. You can telecommute via your home computer. You will need high...

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[Team Member Job](#) - new

KFC - Seaford, DE

At KFC, we feed the world. But we do more than fill people up. We fulfill their life. Our meals matter, and when we serve them with southern hospitality, we...

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[MERCHANDISER, PART TIME](#) - new

Kelloggs - Seaford, DE

Kellogg Company is looking for a self-motivated, independent & adaptable person to fill a Part Time Merchandiser (PTM) position. The PTM is responsible for...

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